

**MINUTES OF THE  
ACCOMACK-NORTHAMPTON  
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce Office, Melfa, Virginia, on Tuesday, August 6, 2024, at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman  
C. Reneta Major, Secretary-Treasurer  
Ernest L. Smith, Jr.  
Oliver H. Bennett  
Jackie Phillips

Absent:

John R. Coker, Vice Chairman

Ex-Officio member absent:

Linda Balderson

Nonmembers present:

George Mapp, Eastern Shore Rail Trail Foundation  
Bill Moore, STAR Transit  
Phil Thompson, Virginia Regional Transit  
Jim Outland, Canonie Atlantic Co.  
H. Spencer Murray, Canonie Atlantic Co.  
Ron Wolff, Canonie Atlantic Co.  
Baron Emery, Delmarva Central Railroad  
Shamika Lewis, ANPDC  
Anne Doyle, ANPDC  
Damion Geist, NRHS  
Sid Camden, BBRR

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present.

In Re: Invocation

The invocation was given by Mr. Wolff.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at July 31 of \$73,135.97.

In Re: Minutes of July 2, 2024.

Motion was made by Ms. Major, seconded by Mr. Smith, that the minutes of the meeting of July 2, 2024, be approved as presented. All members were present with the exception of Ms. Balderson and Mr. Coker and voted "yes." The motion was unanimously passed.

Mr. Bennett arrived at 4:35 p.m.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
August 6<sup>th</sup> 2024**

**Operations**

- July 2024 ridership remains very strong providing 9,208 rides to residents and guests of the Eastern Shore of Virginia.

**Human Resources**

- STAR Transit continues actively recruiting two additional vehicle operators to provide passenger service to the residents and guests of the Eastern Shore of VA.

**Marketing and Outreach**

- STAR Transit management has finalized route maps and timings associated with the approved expansion route in Accomack County. These maps will be printed and distributed during the month of August with an October 2024 start date.

**Training**

- During the months of July and August, STAR Transit will provide each vehicle operator with specialized training from our Safety-First program administrator. This training is titled “The Psychology of Driving” and assists vehicle operators with situational awareness of passenger behavior as well as preventing distracted driving. Additional training will be provided from our STAR Transit TAPTCO training program.

**Transit Capital and Infrastructure**

- VRT has provided a copy of the FY25 STAR Transit budget for review and for formal adoption at the September meeting. The operating budget is in alignment with FY25 local match contribution levels previously provided to and approved by each funding partner and in line with FY25 operating grant submissions to the Department of Rail and Public Transportation which also were approved by the CTB.

	STARTransit			
	FY2024	FY2025		
	Budget	Budget	incr / (decr)	
Total Revenue	\$1,378,862	\$1,592,556	\$213,694	15%
Total Expenses	\$1,375,693	\$1,567,226	\$191,533	14%
Net Income	\$3,169	\$25,330	\$22,161	
Margin	0.2%	1.6%		
Hours Per Year	20,657	23,192	2,535	12%
Cost Per Hour	\$66.60	\$67.58	\$0.98	1%

- During the month of July STAR Transit completed grant funded capital project #42022-49 with the installation of a perimeter fence, passage gates and automatic entrance gate to enhance the safety and security of personnel and capital assets.
- Due to funding constraints comparative to the quotes received, STAR Transit’s RFQ #42022-48 was cancelled on August 1<sup>st</sup>, 2024, for Phase 3 parking area

upgrades. An extension request has been submitted to DRPT to allow time to reconsider the project scope to reduce costs. If the extension is approved, a revised scope of service will be reissued in a new RFQ.

**Monthly Ridership Statistics**

April 2023	7,691	April 2024	8,924
May 2023	8,880	May 2024	9,331
June 2023	7,801	June 2024	8,435
July 2023	7,332	July 2024	9,208*

\*745 was Perdue

\* \* \* \* \*

STAR TRANSIT 2023-2024				30-Jun-24			
				<b>Passengers</b>			
Month	Total Revenue	Total Expenses	Surplus-Deficit	Month	2023-2024	2022-2023 Trips	Total Cost
Oct.	\$115,850.96	\$95,960.85	\$19,890.11	Oct.	9,323	7,206	\$10.29
Nov.	\$137,304.35	\$141,870.26	-\$4,565.91	Nov.	8,701	7,538	\$16.31
Dec.	\$119,276.11	\$104,535.78	\$14,740.33	Dec.	7,672	7,462	\$13.63
Jan.	\$123,502.19	\$113,925.93	\$9,576.26	Jan.	8,479	7,992	\$13.44
Feb.	\$124,619.80	\$140,561.69	-\$15,941.89	Feb.	8,409	7,408	\$16.72
Mar.	\$127,509.76	\$112,170.25	\$15,339.51	Mar.	8,160	8,009	\$14.01
Apr.	\$120,180.00	\$119,689.38	\$490.62	Apr.	8,924	7,691	\$15.56
May	\$136,516.98	\$139,955.76	-\$3,438.78	May	9,331	8,880	\$15.76
June	\$125,043.55	\$117,012.14	\$8,031.41	June	8,435	7,801	\$15.00
July			\$0.00	July		7,332	\$0.00
Aug.			\$0.00	Aug.		8,644	\$0.00
Sept.			\$0.00	Sept.		8,491	\$0.00
				77,434		94,454	
<b>TOTAL</b>	<b>\$1,129,803.70</b>	<b>\$1,085,682.04</b>	<b>\$44,121.66</b>	<b>AVERAGE COST PER PASSENGER -&gt;</b>			<b>\$14.02</b>
				<b>AVERAGE PASSENGERS PER MONTH</b>			<b>8,604</b>
<b>Passengers per Mile</b>				<b>Cost per Mile</b>			
Oct.	0.21	April	0.19	Oct.	\$2.14	April	\$2.60
Nov.	0.20	May	0.20	Nov.	\$3.32	May	\$3.02
Dec.	0.18	June	0.20	Dec.	\$2.42	June	\$2.79
Jan.	0.18	July	#DIV/0!	Jan.	\$2.36	July	#DIV/0!
Feb.	0.19	Aug.	#DIV/0!	Feb.	\$3.19	Aug.	#DIV/0!
Mar.	0.19	Sept.	#DIV/0!	Mar.	\$2.54	Sept.	#DIV/0!
				<b>TOTAL</b>			
<b>AVERAGE MONTHLY PASSENGERS P</b>			<b>0.19</b>	<b>AVERAGE COST PER M</b>			<b>\$2.70</b>
<b>Hourly Cost</b>				<b>Passengers per Hour</b>			
Oct	\$54.90	April	\$68.69	Oct	5.3	April	5.1
Nov.	\$85.30	May	\$80.32	Nov.	5.2	May	5.4
Dec.	\$66.75	June	\$73.87	Dec.	1 4.9	June	5.3
Jan.	\$65.38	July	#DIV/0!	Jan.	1 4.9	July	#DIV/0!
Feb.	\$84.51	Aug	#DIV/0!	Feb.	5.1	Aug	#DIV/0!
March	\$67.44	Sept	#DIV/0!	March	4.9	Sept.	#DIV/0!
<b>TOTAL</b>				<b>TOTAL</b>			
<b>AVERAGE TOTAL HOURLY C</b>			<b>\$71.83</b>	<b>AVERAGE PASSENGERS PER HOUR</b>			<b>5.1</b>
Budget CPH				\$ 60.00			
	<b>Route</b>	<b>Passenger</b>	<b>Operating</b>				
	<b>Location</b>	<b>Totals</b>	<b>Hours</b>	<b>Mileage</b>			
	Red	1,244	210.00	5,845			
	Purple	1,271	205.00	5,650			
	Gold	1,001	100.00	2,687			
	Gold H2Expans	1,047	120.00	3,682			
	Blue	622	125.00	2,780			
	Blue H2Expans	761	110.00	3,614			
	Silver	550	240.00	6,364			
	Yellow	1,251	210.00	4,775			
	Rt.13 Express	243	84.00	2,706			
	Accomack On	445	180.00	3,776			
		<b>8,435</b>	<b>1,584.00</b>	<b>41,879</b>			
Month	Hrs. of Oper.	Mileage	Budget Hrs				
Oct.	1,747.90	44,946					
Nov.	1,663.20	42,721					
Dec.	1,566.00	43,280					
Jan.	1,742.40	48,195					
Feb.	1,663.20	44,035					
Mar.	1,663.20	44,090					
Apr.	1,742.40	46,113					
May	1,742.40	46,358					
June	1,584.00	41,879					
July							
Aug.							
Sept.							
	15,114.70	401,617	0				

\* \* \* \* \*

In Re: State's Comments

Ms. Balderson was absent.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said that a high priority, top secret Navy launch occurred on July 26<sup>th</sup>.

In Re: Railroad Comments

Mr. Baron Emery of DCR provided the following car count and related comments:

Coastline Chemical	30
Trigas	<u>2</u>
Total	32

He said that the tie project has been awarded and they have completed the Second Street crossing in Pocomoke. By the end of the year, everything should be Class II to Hallwood.

Mr. Sid Camden of BBRR noted that things are moving well and are on schedule in Little Creek.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator of VDOT, was absent.

In Re: Recess

Motion was made Mr. Phillips, seconded by Ms. Major, that the meeting be recessed until after the meeting of the Board of Directors of Canonie Atlantic Co. All members were present with the exceptions of Ms. Balderson and Mr. Coker and voted "yes." The motion was unanimously passed. The meeting was recessed.

The Chairman reconvened the meeting approximately 30 minutes later to join the Canonie Atlantic Board of Directors in closed session. Motion was made by Ms. Major, seconded by Mr. Phillips, that the Commission Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

Paragraph 7: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or probable litigation, and consultation with legal counsel employed or retained by the ANTDC regarding specific legal matters requiring the provision of legal advice by such counsel.  
*(VRA Deed of Trust)*

All members were present with the exceptions of Mr. Coker and Ms. Balderson and voted “yes”. The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Board had entered the closed session for that purpose as set out in paragraph 7 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session.

In Re: Adjourn

Motion was made by Ms. Major, seconded by Mr. Bennett, that the meeting be adjourned. All members were present with the exceptions of Ms. Balderson and Mr. Coker and voted “yes.” The motion was unanimously passed. The meeting was adjourned.